Hazardous Materials Delivery Requirements
Leslie's Commercial Service Centers (CSCs)

ALL hazardous materials deliveries from a Leslie's CSC must be made in accordance with applicable U.S. Department of Transportation (DOT) regulations. DOT regulations applicable to deliveries of hazardous materials from a CSC include: training, packaging/marking/labeling, loading/unloading, segregation, shipping papers, placarding, emergency response information, shipment security, incident/accident handling/reporting. CSC drivers are responsible for ensuring that each hazardous material delivery is made in accordance with applicable DOT regulations and the standards/procedures contained within this document.

Definition:

- Hazardous Material - Any product regulated by the U.S. Department of Transportation when transported in commerce. To determine whether or not an item is regulated by DOT, consult Leslie's Hazardous Materials Shipping Guide or the product MSDS. For items not listed on Leslie's Hazardous Materials Shipping Guide and for which transportation information is not available on the product MSDS, contact Leslie's Regulatory Affairs/Safety Department for guidance.

Specific Requirements:

Training:

CSC drivers meeting ALL of the following criteria may make deliveries of hazardous materials. CSC drivers not meeting one or more of the criteria below may NOT make deliveries involving any amount of hazardous material:

- Possess a valid Commercial Driver's License (CDL) with hazardous materials endorsement
- Successful and documented completion of Leslie's Hazardous Materials Transportation Training Program within past 12 months
- Acknowledgement of understanding and agreement to comply with Leslie's CSC Hazardous Materials Delivery Requirements as set forth in this document and evidenced by his/her signing of the document
- Comply with all applicable elements of Leslie's Rules of the Road manual

Marking/Packaging/Labeling:

All packages of hazardous materials to be transported must be properly packaged, marked and labeled in accordance with all applicable DOT regulations. This means those only hazardous materials in their original, unopened packagings, as received from the manufacturer or Leslie's distribution centers may be transported in commerce for purposes of delivery to a customer or other location. Hazardous materials packages that are damaged, leaking, have missing, torn or otherwise illegible DOT markings/labeling, or that are not completely and properly sealed may NOT be loaded and transported in commerce.
Loading/Unloading:

- Inspect packaging/containers for damage and/or signs of leakage prior to loading and unloading of vehicle. Do not load, unload or transport damaged or leaking containers/packaging. If safe to do so, isolate & contain damaged/leaking container and immediately contact center manager or Leslie’s Safety & Regulatory Affairs department. Packages must be secured against movement (i.e. shifting, tipping, rubbing between packages) while in transport. Methods of securing include use of one or more of the following: vehicle structures, securing devices and/or blocking/bracing equipment.
- Packages with orientation markings (i.e. arrows) must be secured in a manner that will keep the package in the correct position (arrows up) throughout the transportation process.
- Smoking while loading/unloading hazardous materials is prohibited.
- The vehicle’s emergency brake must be engaged during the loading/unloading process.
- Class 5.1 Oxidizers, including packaging, must be protected from wetting (kept dry) throughout the transportation process.

Chemical Separation (Segregation) Requirements:

- Product containers MUST be inspected for signs of damage or leaking BEFORE being loaded onto the delivery vehicle. Damaged and/or leaking containers may NOT be loaded on the delivery vehicle.
- Liquids may NOT be loaded on the same pallet OR in the same storage space as dry product. Liquids may NOT be loaded over/above dry product.
- Liquids with the DOT Corrosive (8) or Flammable (3) label MUST be separated from solids with the Oxidizer (5.1) by a physical (non-permeable) barrier or pallet of non-hazardous and compatible material. Furthermore, the manner of separation used MUST be effective in preventing the mixing of the materials separated in the event of a container leak.
- Liquid chlorine and muriatic acid containers may NOT share the same pallet or storage space AND must be separated from each other by a physical (non-permeable) barrier or pallet of non-hazardous and compatible material. Furthermore, the manner of separation used MUST be effective in preventing the mixing of these two materials in the event of a container leak.

Shipping Papers:

ALL hazardous materials shipments made from the CSC must be accompanied by a properly completed Leslie’s Hazardous Materials Bill of Lading (11-076). Instructions for properly completing Leslie’s Hazardous Materials Bill of Lading can be found on the form itself or by reviewing the appropriate section of Leslie’s Hazardous Materials Transportation Training Program.

A properly completed hazardous materials bill of lading must accompany the hazardous materials shipment at all times from shipment origination point (CSC) to final destination.
At all times during the transportation process, the completed hazardous materials bill of lading must be kept either on the driver seat within reach of the driver (while buckled) OR in the driver door compartment or holder. The hazardous materials bill of lading must be clearly visible (uncovered) at all times.

A copy of EACH completed Leslie’s Hazardous Materials Bill of Lading must be kept at the shipping CSC for not less than two years from the date of shipment.

**Note:** The Certification Statement appearing of the hazardous materials bill of lading must be signed by the driver making the delivery or by the person responsible for preparing the load.

**Important:** Only team members with current documented Leslie's Hazardous Materials Transportation Training and who have read and understand the requirements of this document in its entirety, as evidenced by their signature, may prepare a hazardous material shipment for delivery.

**Placarding Requirements:**

ALL CSC delivery vehicles loaded with hazardous materials requiring placarding must be placarded in accordance with the following.

- **IF** the combined gross weight of corrosive, flammable and/or oxidizer hazardous materials loaded on a delivery vehicle is less than 1,001 pounds **THEN** no vehicle placarding is required.
- **IF** the combined gross weight of corrosive, flammable and/or oxidizer hazardous materials is equal to or greater than 1,001 pounds **THEN** vehicle placarding is required for all classes (flammable, corrosive, oxidizer) of hazardous materials on the vehicle.
- **IF** only **one** class of hazardous material is loaded on the delivery vehicle (e.g. oxidizer) **THEN** use the placard for that specific hazard class.
- **IF** more than one hazard class is loaded on the delivery vehicle (e.g. corrosive and oxidizer) **THEN**:
  
  A) Use the 'Dangerous' placard, **OR**
  
  B) Placard for each specific hazard category loaded on the delivery vehicle (e.g. corrosive, oxidizer)

  **Note:** IF the weight of a single hazard class (e.g. oxidizer) loaded on the delivery vehicle is equal to or greater than 2,205 Lbs. **THEN** the placard for that specific hazard class must be displayed on the delivery vehicle.
• When placards are required, each relevant placard must be displayed on all four sides of the delivery vehicle (front, back, both sides).

![Placards]

**Emergency Response Information:**

A Material Safety Data Sheet (MSDS) must be present in the motor vehicle for EACH hazardous material loaded on the delivery vehicle. Each vehicle should also have a current copy of the Emergency Response Guidebook. Note: This book is published every four years.

**Shipment Security:**

In the wrong hands, hazardous materials can be a threat to people, property and/or the environment. Leslie's CSC drivers are responsible for taking adequate measures to secure hazardous materials and the delivery vehicle from theft. Basic security measures to be taken include:

- Locking the delivery vehicle when not in use or unattended
- NEVER leaving a delivery vehicle loaded with hazardous materials unattended
- Keeping vehicle doors locked while driving
- Being alert to surroundings at all times

Stolen or missing hazardous materials or delivery vehicles must immediately be reported to Leslie's Regulatory Affairs/Safety Department.

**Incident/Accident Handling & Reporting:**

Most incidents/accidents can be prevented. Incidents/accidents involving hazardous materials can be especially serious. CSC delivery drivers are expected to conduct all matter of business in a manner that will minimize the likelihood of an incident/accident from occurring. Practicing safe, defensive driving is of the utmost importance in preventing incidents/accidents. Whether loading/unloading hazardous materials or driving, NEVER rush! The perceived reward of
rushing (i.e. few minutes saved, maybe) is NOT worth the potential cost (time, injury, citation/fine, expense etc.) of an incident/accident involving hazardous materials.

ALL vehicle accidents must immediately be reported to Leslie's Regulatory Affairs/Safety Department. Incidents/accidents involving the release of a hazardous material from its container must immediately be reported to Leslie's Regulatory Affairs/Safety Department. If unable to reach someone at Leslie's Regulatory Affairs/Safety Department, immediately call the emergency contact number listed on Leslie's Hazardous Materials Bill of Lading (Chemtrec - 800-424-9300).

CSC drivers are expected to be familiar with and adhere to Leslie’s Commercial Delivery Chemical Spill Procedures. A copy of these spill procedures must remain in the delivery vehicle at all times. All delivery vehicles must be stocked the appropriate spill clean up equipment as listed on the spill procedures document. This equipment is to be used by the driver to clean up small spills that do NOT present a threat to their safety (i.e. no chemical reaction, fire).

**Customer Deliveries:**

Our objective is to deliver good product in good condition in a safe and responsible manner. Therefore, it is important that product packaging/containers be checked for damage or leakage prior to loading for transport and prior to off-loading from truck and relinquishing to customer. Use care during the off-loading process to prevent damage to the container or injury to yourself. When moving product from truck off-load area to customer designated area, do so in a manner that allows you to maintain secure control of the product throughout the process and limit movement to and through exterior areas of the property. Do not enter or maneuver through interior areas of the property with product. Do not attempt to deliver product to areas that pose a hazard or that may cause you to lose control of the product. Stop and contact your CSC manager with any questions or concerns during the delivery process. Remember the objective: To deliver good product in good condition in a safe and responsible manner.

Acknowledgement:

____________________________________  ______________  
CSC Driver Signature                 Date

____________________________________
CSC Driver Name (Print Legibly)